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Planning Your Job Search?



Missouri Division of Workforce Development

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Equal opportunity employer/program

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Women Job Seekers

Educational Testing Service, Publication Order Services, CN 6736, Princeton, NJ 08541-6736. I Can Lists. (Classifies homemaker skills under various job titles in business.)

Disabled Workers

Klein, Karen with Hope, Carla Derrick, Bouncing Back From Injury: How to Take Charge of Your Recuperation. Prima Publishing & Communications, P.O. Box 1260BB, Rocklin, CA 95677. 1988.

Minority Group Applicants

Johnson, Willis L., Ed., Directory of Special Programs for Minority Group Members: Career Information Services, Employment Skills Banks, Financial Aid Sources, 4th ed. Garrett Park Press, P.O. Box 190, Garrett Park, MD 20896. 1986.

Job Skill Requirements

Bureau of Labor Statistics, Occupational Outlook Handbook, Supt. Of Documents, U.S. Govt. Printing Off., Washington, DC 20402. (Describes hundreds of occupations and thirty-five major industries.)

Guide for Occupational Exploration. Supt. Of Documents, U.S. Govt. Printing Off., Washington, DC 20402.

Training

National Association of Trade and Technical Schools, 2251 Wisconsin Ave., N.W., Washington, DC 20009 (202) 333-1021. (A list of accredited technical schools.)

Federal Job Opportunities

U.S. Office of Personnel Management, Career America, Supt. Of Documents, U.S. Govt. Printing Off., Washington, DC 20402.

Foreword

This guide is designed to help you evaluate your job talents, skills, and experience, and then market them in an organized manner so that the impression you make is a positive one.

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Introduction

You need a job and some employer somewhere has precisely the job you want – one that fully utilizes your knowledge and abilities, and provides challenges and opportunities for advancement.



To find that job, you need to carry out a well-planned job search. You have a product to sell – your knowledge, skills, and experience. What you need to know is how to market it most effectively. Whether you are just out of school and ready to start your career, or looking for a new position after 20 years of experience, some of the techniques presented in this pamphlet may help you. It offers suggestions on:

- Where you can find out more about the types of jobs you are qualified to hold.
- Where to go for information on job opportunities in your field.
- How to present your background in a resume that will convince an employer that you are the person for the job.
- How to present your qualifications to the best advantage in a job interview.

It also offers tips on planning your time, taking tests, and learning to profit from your job interviews.

Books That Can Give You More Tips For Finding The Right Job

Everything You Need For Your Job Search

Bolles, Richard N., *What Color Is Your Parachute?* Ten Speed Press, Box 7123, Berkeley, CA 94707. Updated annually.

Figler, Howard E., *The Complete Job Search Handbook: Presenting the Skills You Need to Get Any Job, And Have A Good Time Doing It.* Holt, Rinehart and Winston, 383 Madison Avenue, New York, NY 10017. 1979.

Collard, Betsy A., *The High-Tech Career Book: Finding Your Place in Today's Job Market.* William Kaufmann, Inc., 95 1st Street, Los Altos, CA 94022. 1986.

Durkin, Jon, "Mid-Life Career Changes." Johnson O'Connor Research Foundation, Human Engineering Laboratory, 701 Sutter Street, San Francisco, CA 94109.

Wegmann, Robert, and Chapman, Robert, and Johnson, Miriam, *Work in the New Economy: Careers and Job Seeking into the 21st Century.* JIST Works, 720 North Park Avenue, Indianapolis, IN 46202. 1989.

Resume Writing

Johnson, Willis L., Ed., *Directory of Special Programs for Minority Group Members: Career Information Services, Employment Skills Banks, Financial Aid Sources*, 4th ed. Garrett Park Press, P.O. Box 190, Garrett Park, MD 20896. 1986.

Interview Skills

Hellman, Paul, *Ready, Aim, You're Hired!: How to Job-Interview Successfully Anytime, Anywhere with Anyone*, AMACOM, 135 West 50th Street, New York, NY 10020. 1986.

Medley, H. Anthony, *Sweaty Palms – The Neglected Art of Being Interviewed.* Ten Speed Press, Box 7123, Berkeley, CA 94707. 1984.

Young Job Seekers

Haldane, Bernard, and Jean, and Martin, Lowell, *Job Power: The Young People's Job Finding Guide.* Acropolis Books Ltd., 2400 17th Street NW, Washington, DC 20009. 1980.

Job Search Checklist

Complete Items 1 - 3 on this checklist before starting your job search.

Complete Items 4 - 5 every day of your job search.

Complete Items 6 - 9 when you have interviews.

1. Identify Occupations (Page 4 - 13)
 - ☐ Make a background and experience list.
 - ☐ Review information on jobs.
 - ☐ Identify jobs that use your talents.
2. Identify Employers (Page 14 - 16)
 - ☐ Ask relatives, etc. to help you look for job openings.
 - ☐ Go to your Workforce Development office for assistance.
 - ☐ Contact employers to get company and job information.
 - ☐ Utilize other sources to get job leads.
 - ☐ Obtain job announcements and descriptions.
3. Prepare Materials (Page 17 - 27)
 - ☐ Write resumes (if need). Use job announcements to “fit” your skills with job requirements.
 - ☐ Write cover letters or letters of application.
 - ☐ Assemble a job search kit: pens, writing tablet, maps, public transportation guides, clean copies of resumes and applications, background and experience list, Social Security card and picture ID.
4. Plan Your Time (Page 3)
 - ☐ Wake up early to start looking for work.
 - ☐ Make a “to do” list of everything you’ll do to look for a job.
 - ☐ Work hard all day to find a job.
 - ☐ Reward yourself (do a hobby or sport, visit friends, etc.).
5. Contact Employers (Page 14 - 16)
 - ☐ Call employers directly (even if they’re not advertising openings). Talk to the person who would supervise you if you were hired.
 - ☐ Go to companies to fill out applications.
 - ☐ Contact your friends and relatives to see if they know about openings.
6. Prepare for Interviews (Page 28 - 30)
 - ☐ Learn about the company with which you are interviewing.
 - ☐ Review job announcements to determine how your skills will help you do the job.
 - ☐ Assemble resumes, application forms, etc. (make sure everything is neat).
 - ☐ Arrange for babysitters, transportation, etc.
 - ☐ Give yourself plenty of time.
7. Go to Interviews (Page 28 - 30)
 - ☐ Dress right for the interview.
 - ☐ Go alone.
 - ☐ Be clean, concise, and positive.
 - ☐ Thank the interviewer.
8. Evaluate Interviews (Page 33)
 - ☐ Send a handwritten thank you note to the interviewer within 24 hours of the interview.
 - ☐ Think about how you could improve the interview.
9. Take Tests (Page 31 - 32)
 - ☐ Find out about the test(s) you are taking.
 - ☐ Brush up on job skills.
 - ☐ Relax and be confident.
10. Accept the Job!
 - ☐ Understand job duties and expectations, work hours, salary, benefits, etc.
 - ☐ Be flexible when discussing salary (but don’t sell yourself short).
 - ☐ CONGRATULATIONS!

Planning Your Time

Even if you are under no pressure to find a job quickly, starting your search promptly is a wise policy. Delays may hurt your chances of finding the job you want. If you have just finished school, for example, you are competing for similar positions with other new graduates in your field.

These suggestions may help you plan your time for an efficient job search:

- Plan and start your search as soon as you know you will need to find a new job.
- Make your job hunting a full time project. You work a 40-hour week for an employer – you should work no less for yourself.
- Make an activity list every day outlining telephone calls, interviews, and other activities you are to accomplish.
- Maintain a daily contact list. Write down all employers you contact, the person you spoke with, the results of your call, and all other relevant information.
- Once you start your search, do not allow yourself little vacations.
- Apply early enough in the day to allow time for multiple interviews, tests, or other hiring procedures that may be required.
- Be prepared. Have a “master application”, resumes, pens, and job information with you at all times.
- Be on time for appointments.
- Before approaching a firm, try to learn the best time and day of the week to apply for a job.
- Follow up leads immediately. If you learn of a job opening late in the day, call the firm to arrange an appointment for the next day. The employer may postpone a hiring decision until then.
- Network. Tell everyone you know that you are looking for a job.

Finding a Job is a Full Time Job!

Assessing Your Job Skills

Employers are skeptical of “super” people. Claiming you can do “anything” not only will fail to convince an employer of your qualifications, but may actually prejudice him or her against you. The employer wants to know specifically what you can do and how your skills and abilities can be used most profitably in the organization.

Therefore, as the first step in merchandising your talents, you should make a detailed, realistic assessment of your qualifications, interests, and any of your limitations. You should know what you can do and what you cannot do. If you think you don’t have any experience – THINK AGAIN! Even individuals without formal job experience have work experience – as a homemaker, a student, a volunteer, in a hobby or in some other personal activity. Often the skills you used in these activities can be transferred to other jobs. To begin your self-assessment, ask yourself a few simple, basic questions:

- What jobs have I had?
- What did I like about each? What did I dislike?
- What skills do I have? (For example, operation of a milling machine.)
- For what does my education qualify me?
- What are my real interests?
- Do I have any special talents or aptitudes? (For example, play musical instrument.)
- Does my physical condition require any special accommodations?
- What kind of job do I want?



After the Interview

Make each interview a learning experience. After one is over, carefully analyze what went on by asking yourself questions such as these:

- What points did I make that seemed to interest the employer?
- Did I present my qualifications well? Did I overlook any that are pertinent to the job?
- Did I pass up any clues that might indicate the best ways to “promote” myself?
- Did I learn all that I needed to know about the job I was interviewing for? Or, did I forget or hesitate to ask about aspects that are important to me?
- Did I talk too much? Did I talk too little?
- Was I too tense? Or too relaxed?
- Was I dressed appropriately?
- Was I too aggressive? Not aggressive enough?



Based on your answers, compile a list of specific ways you can improve performance in your next interview. Count on the fact that your skill in this crucial phase of the job search process has been steadily improving. If you plan carefully and keep up your enthusiasm, you will eventually succeed in “merchandising your job talents” – landing a job that uses your abilities and pays you well.

How to Prepare for Tests

If you are a recent school graduate, you are probably used to taking tests. But if you have been away from school for some years, you may be apprehensive about the testing process. You may fear that your test scores will not reflect your real ability to do a job. Don't let tests scare you. None of the commonly used tests require advance preparation – you need not feel concerned over not having “crammed” the night before.

Here are some tips that will help you take most tests:

1. Make a list of what you need for the test (pencil, eyeglasses, ID, etc.).
2. Get a good night sleep.
3. If you are sick, call and reschedule the test.
4. Leave for the test site early.
5. If you have any physical difficulties, call the test administrator to arrange for special accommodations as far in advance of the test date as possible.
6. Many tests have time limits. When they do, you will be told how much time you will have. Listen carefully to the instructions you receive. If you don't understand the test instructions, ASK FOR HELP before the test begins. If the test is timed, seconds lost asking questions after it starts could seriously affect your score.
7. Work as fast as you can. Don't linger over difficult questions. Instead, come back to difficult or time consuming questions after you complete the others.
8. Find out if guessing is penalized. If it is not, guess on questions you are not sure about.
9. Once the test is over, do not reproach yourself for not doing better. If the test is well constructed, you probably would make a similar score if you took it again. You may be able to retake the test. Ask about the re-testing policy.
10. After the test, find out what your scores actually mean. See if they can recommend jobs your scores show would be best for you. For many jobs, your work talents and other capabilities will count more than your test scores.

By identifying what you like best and do best, you can pick out employment opportunities where you have a lot to offer a prospective employer. All of us have three types of skills: Job Related Skills, Work Compatibility Skills, and Transferable Skills.

Job Related Skills are specific job skills such as typing, answering the telephone, or entering data in a computer – all job skills needed by a clerk-typist.

Work Compatibility Skills are personality characteristics such as enthusiasm or perseverance that helps an individual to get along in a new situation and employers look for in a good worker.

Transferable Skills are general skills such as motivating people, solving problems, or working with your hands, all of which can be used in a number of different jobs.

Knowing what you do best and what you enjoy most is important in terms of selecting a job where you will probably be most successful and satisfied. Therefore, it is important to identify your skills in all three skills areas so that you can later use these to:

- Prepare resumes;
- Complete job applications;
- Market your abilities to an employer in a job interview.

Sometimes it is helpful to put your thoughts on paper. If you are marketing your skills for a job, a personal assessment chart will help frame in your mind information about yourself that will be helpful when you have a job interview. A chart can also help systematize your thinking for the preparation of a resume of your qualifications. You might organize your background and experience in three separate categories: Interests and Aptitudes, Work Experience, and Education.



Interests and Aptitudes

By listing your interests and aptitudes, you are identifying skills at which you are proficient. All activities, hobbies, etc. take certain skills, knowledge, and abilities.

Hobbies, Volunteer Work, Things I Do Well	Skills, Knowledge, Abilities Required to Do These Things
Homemaking	<ul style="list-style-type: none"> – Ability to manage budgets – Ability to handle many tasks – Cooking, cleaning, laundry
Fixing Cars	<ul style="list-style-type: none"> – Ability to diagnose mechanical problems – Skills in using certain tools – Knowledge of electronics

Testing

For some jobs, you may need to take a test. There are several types of selection and job fitness tests:

- Aptitude tests predict your ability to learn and perform job tasks.
- Practical tests measure what you know and what you can do in a job (for example, word processing speed for a secretary job, knowledge of street names and routes for a fire fighter job, etc.).
- Literacy tests measure reading and arithmetic levels.
- Personality tests evaluate mental, emotional and temperamental makeup (important for jobs like a police officer, nuclear plan operator, etc.).
- Honesty and Integrity tests evaluate the likelihood of stealing and trustworthiness of applicants.
- Physical Ability tests measure strength, flexibility, stamina, and speed for jobs that require physical performance.
- Medical tests determine physical fitness to do a job. Employers cannot require you to take a medical examination until after an offer of employment has been extended. A job offer may be conditioned on the results of a medical examination or inquiry, but only if this is required for all entering employees in similar jobs. Medical examinations must be job related.
- Drug tests show the presence of illegal drugs that could impair job performance and threaten the safety of others.

- If you have not sent your resume in advance, present it or your work records, references, personal data, work samples or other materials to support your statements when the employer requests them.
- In discussing your previous jobs and work situations, do not criticize former employers or fellow workers.
- Don't discuss your personal, domestic, or financial problems unless you are specifically asked. Answer only what relates to the job.
- The Americans with Disabilities Act (ADA) prohibits an employer from asking a job applicant about the existence, nature, or severity of a disability. However, you may be asked about your ability to perform specific job functions. ADA also prohibits questions regarding any past medical problems you might have had.
- Don't be in a hurry to ask questions unless the employer invites them. You may ask what you need to know. If the employer offers you a job, be sure you understand exactly what your duties will be. Also, find out what opportunities for advancement will be open. A definite understanding about the nature of your job will avoid future disappointment for either you or your employer.
- Let the employer lead into conversations about benefits. Your focus on these items can be a "turn off". Don't be afraid to ask questions about things that you really need to know.
- When discussing salary, be flexible – avoid naming a specific salary. If you're too high, you risk not getting the job. If you're too low, you undersell yourself. Answer questions on salary requirements with responses such as, "I'm interested in the job as a career opportunity so I'm negotiable on the starting salary". Negotiate, but don't sell yourself short.
- If the employer does not definitely offer you a job or indicate when you will hear about it, ask when you may call to learn the decision.
- If the employer asks you to call or return for another interview, make a note of the time, date, and place.
- Thank the employer for the interview. If the firm cannot use you, ask about other employers who may need a person with your qualifications.

SELF-ASSESSMENT <i>Interests and Aptitudes</i>	
Hobbies, Volunteer Work, Things I Do Well	Skills, Knowledge, Abilities Required to Do These Things
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	

SELF-ASSESSMENT Work Experience			
Employer(s) In Reverse Chronological Order	Job Title	What I Liked Most About It	What I Liked Least About It
1.			
2.			
3.			
4.			
5.			
6.			

- Know what you have to offer – what education and training you have had, what work you have done, and what you can do. Review your self-assessment.
- Know what kind of job you want and why you want to work for the firm where you are applying.
- Bring along the names, addresses, and business affiliations of three persons (not relatives) who are familiar with your work and character. If you are a recent graduate, you can list your teachers. Ask references for permission to use their names.
- As you are completing the job application, be aware that it in itself offers an excellent opportunity to convince an employer that you are a valuable person to hire. It is not only a chance to describe your accomplishments, but it also shows how clearly you can think and write, and how well you can present important details.
- Never take anyone with you to the interview.
- Allow as much uninterrupted time for the interview as may be required.
- Dress conservatively. Avoid either too formal or too casual attire.

You and the Interview

- Be pleasant, friendly, and businesslike.
- Your answers should be frank, brief and complete, without rambling.
- Give the employer a clear idea of your job preferences. Be flexible and willing.
- Stress your qualifications without exaggeration. The employer's questions or statements will indicate the type of person wanted. Use these clues in presenting your qualifications. For example, if you are being interviewed for a technical position and the employer mentions that the job will require some customer contact work, use this clue to emphasize any work, experience, or courses you have had in this kind of skill.

Job Interview

Most hiring decisions are made at the first interview. A job interview is a showcase for your talents. During the interview, an employer judges your qualifications, appearance and general fitness for the job. It is your opportunity to convince the employer that you can make a real contribution.

Equally important, it gives you a chance to appraise the job, the employer, and the firm. It enables you to decide if the job meets your career needs and interests and whether the employer is of the type and caliber for which you want to work.

Before each interview, you should assume that the job for which you are applying is precisely the one you want – because it may be. To present your qualifications most advantageously, you will need to prepare in advance. You should have the necessary information about yourself firmly in mind, and you should know how to act at the interview to effectively sell your skills.

Preparing for the Interview

Assemble all papers that you may need. The main item will be your background and work experience self-assessment. It contains all the facts and figures you could possibly be asked – either in completing the job application or in the job interview. Don't forget to take copies of your resume, even though you may have already submitted one. Take your Social Security card, recent school records, military separation papers and union card, if you have one. If your work can be shown in an interview (such as technical drawings, artwork, and publications) take along a few samples. Be careful not to leave your only copy of something – it could get lost.



Learn all you can about the company where you are going for an interview – its products or services, standing in the industry, number and kinds of jobs available and hiring policies.

<i>Be sure to include volunteer, part time, summer and self-employment.</i>				
Skills and Abilities Used			Accomplish-ments	Equipment Used
Job Related	Work Compatibility	Transferable		

SELF-ASSESSMENT Education		
School	Course	Degree/Certification
1.		
2.		
3.		
4.		

Does my physical condition require any special accommodations? Companies will often make special accommodations to employ persons with disabilities. (In fact, some accommodations are legally required.)

Personal information that is not related to the job (age, height, weight, and marital status) is NOT included!

Describe specific skills and accomplishments, using short, active sentences.

List special skills such as word processing or ability to operate special equipment.

Make wide margins. Leave space between parts of the resume.

Will G. Abel
 88 Marbella
 St. Louis, MO 63304
 (314) 213-5678

OCCUPATIONAL GOAL:
Automotive Mechanic

EDUCATION:
 Hudson High School - Graduated 6/93
 English Mechanical Drawing I & II
 History Electricity Shop
 Mathematics Understanding Internal Combustion Engines
 Automotive Shop

CLASS RANK:
 First third of class in Industrial Arts

EXTRACURRICULAR ACTIVITIES:
 Intramural football
 Track team

HOBBIES:
 Model building
 Photography

WORK EXPERIENCE:
 Summer 1992 - Elmer's Crosstown Service Station, 77 State Street, St. Louis, MO service station attendant.
 Summer 1991 - Hudson Coop, 23 Center Street, St. Louis, MO stock work

REFERENCES:
 Will be furnished on request

Related Courses

Accomplishment

Finger Dexterity

This applicant is a recent high school graduate. He has some paid summer job experience, so his resume focuses on that experience and his related high school courses and accomplishments.

Tips for Preparing a Skill Based or Functional Resume

- Identify 2 or 3 general skills that are important to the job for which you are applying.
- Review your background and experience list. Find skills, experience and accomplishments that demonstrate your ability to perform the job skills.
- List your skills, experience and accomplishments under the job skills to which they relate.
- List your skills first and then show where and when these skills were used.

James Smith
415 Ridgecrest Drive
Columbia, MO 65201
(314) 449-4444

Experience:

Truck Driving: Four years' experience in over-the-road truck-driving. Responsible for loading and unloading the trailer. Inspected and prepared trucks for road trips. Fueled and cleaned the trucks. Kept daily logs.

- Cross Country Truck Lines - Hauled grain and steel across the United States. 3/97 - Present
- XL Refrigerator Lines - Transported beef sides in eastern United States. 12/95 - 2/97

Machining: Six years' experience operating machines in a factory setting.

- M & M Machine - Set-up and operated automatic screw machines. Read blueprints and assisted in keeping tolerances to within (+/...) .0001 inch. Checked work using precision measuring instruments. Trained new employees on machine operations. 3/92 - 11/94
- Waterloo Machine Shop - Drilled and bored holes with a radial drill press. Laid out blueprints on steel sheets prior to cutting steel patterns. Kept work area clean. 10/88 - 3/92

Construction: Ten years' experience in the construction trades.

- ABC Construction - Estimated and bid jobs. Set forms, poured and finished concrete for riverways, foundations, steps and patios. 7/81 - 10/88
- XYZ Building and Supply - Waited on customers and assisted them in selecting materials to be used in home improvements. Operated a cash register. Knowledgeable about building material products. 3/78 - 3/81

Education:
Columbia High School, Columbia, MO Diploma Awarded 1965

Military:
United States Army, Honorable Discharge, 1965-1967

References:
Provided Upon Request

Arrange your skills in an order that will let you show experience that is related to the job for which you are applying.

Most resumes do NOT include references.

This applicant is applying for a job in trucking. If he were applying for a machinist job, it would be wise to list machining experience first.

List your school/training background in reverse chronological order. Include military and vocational education and on-the-job training.	
Awards/Honors	Skills Acquired

How long a job search can I finance?

Occupational Goal

Match the skills and abilities you have previously identified in your Self-Assessment to the skills and abilities required for different jobs. You may discover that your skills and abilities match with an occupation you never considered previously.

List three jobs at which you feel you would be the most successful and satisfied. List them in order of preference.

1. JOB _____

Skills/Abilities required _____

2. JOB _____

Skills/Abilities required _____

3. JOB _____

Skills/Abilities required _____

Career Goals

What kind of work do you want to be doing 5 - 10 years from now?

What kind of job could you get now to help you reach this goal?

Tips for Preparing a Reverse Chronological Resume

- Limit your personal information to name, address, and telephone number.
- List your jobs starting with your present or most recent job. Give exact dates for each job (years).
- Briefly describe the main duties you performed in each job.
- Emphasize duties that are important for the job for which you are applying.
- Use simple, short, active sentences.

Avoid precise dates – just give years if possible.

Make sure your job objective corresponds to the job for which you are applying.

Include scholarships and honors and major school subjects if related to your job goal.

Joe B. Jones 100 Main Street Columbia, MO 65201 (314) 448-7890	
Job Objective: To secure a management position with opportunity for advancement.	
Experience: Zeno's Restaurant, Columbia, MO 1997 to Present Manager: Responsible for the restaurant's customer relations, profitability and general appearance. Reduced food costs by 15% within six months of assuming the manager's position. Reorganized the supply room to reduce loss of spoiled food and time spent in inventory and ordering. Remodeled the restaurant and increased sales by 25%. Hired, trained and supervised the restaurant personnel. Wrote promotional information to be used in advertising. Guy's Cafe, Columbia, MO 1991 to 1997 Assistant Manager: Tallied sales at the end of the work day and made night deposits. Supervised the work of the dining room and kitchen employees. Opened the store in the morning and closed the store at night. Cook: Part-time cook while attending the Columbia Institute of Technology. Prepared food according to customers' specifications. Kept the kitchen area clean. Ordered, stocked and inventoried food and kitchen supplies.	
Education: Columbia Institute of Technology, Columbia, MO Associate of Applied Arts, Marketing Management, 1983	
Volunteer Work: Jaycees, President, 1996 Students' Marketing Management Association, 1991 to 1993	
References: Provided Upon Request	

This applicant has steady employment. Each new job has increased responsibility.

Tips for an Effective Resume

The following rules apply to all resumes:

1. Type your resume (or print it on a computer printer). Use 8½" x 11" quality bond paper.
2. Do not include irrelevant personal information (age, weight, height, marital status, etc.).
3. Do not include everything you've done – be selective.
4. Do not include salary and wages.
5. Center or justify all headings. Don't use abbreviations.
6. Be positive. Identify accomplishments.
7. Highlight items that closely match the job requirements.
8. Use action verbs (see the list below).
9. Use concise sentences. Keep it short (one page is best).
10. Make sure your resume "looks good" (neat and readable).
11. Proof the master copy carefully. Have someone else proof the master copy as well.
12. Inspect photocopies for clarity, smudges and marks.
13. Use a lot of white space, capitals, underlining, and indentations to make things stand out.
14. Consider using "bullets" · to emphasize a point.

Action Verbs

Action verbs give your resume power and direction. Try to begin all skills statements with an action verb. Examples of action verbs for different types of skills:

Management Skills	Technical Skills	Creative Skills	Financial Skills
Administered	Assembled	Conceptualized	Administered
Analyzed	Built	Created	Analyzed
Coordinated	Calculated	Designed	Balanced
Developed	Designed	Established	Budgeted
Directed	Operated	Fashioned	Forecast
Evaluated	Overhauled	Illustrated	Marketed
Improved	Remodeled	Invented	Planned
Supervised	Repaired	Performed	Projected
Clerical Skills	Helping Skills	Research Skills	Communication Skills
Arranged	Assessed	Clarified	Arranged
Catalogued	Coached	Evaluated	Addressed
Compiled	Counseled	Identified	Authored
Generated	Diagnosed	Inspected	Drafted
Organized	Facilitated	Organized	Formulated
Processed	Represented	Summarized	Persuaded
Systematized			



What If You're Still Not Sure?

Suppose you have carefully considered all of the factors in your self-assessment and find you are still not ready to answer the key question: What kind of job do I want? You may have just completed school or left military service and know little about the jobs that are open to you. You may have decided that you are on the wrong track vocationally and want to switch to a new field. Perhaps you have been out of the labor force for years because of family responsibilities. Or, for other reasons, you are not sure what your job goal should be.

You need to learn about different types of jobs. A good place to go is your local Career Center. The Career Center has information about jobs and the qualifications needed to fill them. You may be set up an appointment with a career counselor who will help you decide what sort of work is best suited to your skills and interests.

The career center has a resource room where you can use a computer to visit the greathires.org website. From the website choose Local Employment Dynamics, which takes you to Missouri Economic Research and Information Center (MERIC) web page, then choose Occupational Studies. This site will give you information about the occupational outlook for different occupations including, a profile for different occupations, projections for occupations by regions in the state and what is required to work in different occupations. If you would like assistance finding this information, someone will be available in the resource room to help you.

GreatHires.org can be accessed from any computer with an internet hookup. The website address is www.greathires.org. Follow the same links as described above to find the occupational outlook information for the job you are interested in finding.

Once you have decided on your job goal, the Career Center staff can give you other help – such as assistance in preparing your resume and group workshops in job seeking skills. When you are ready, Career Center staff may be able to refer you to the job you want.

Sources of Job Information

Networking

Your first source of job information will probably be friends, relatives and neighbors. Through their work or social contacts, they may know of opportunities not listed by regular sources. At the same time, you will want to explore the usual sources of job information.

Private Employers

Contact employers directly to market your job skills. The yellow pages of the telephone book can provide an extensive list of potential employers. Talk directly to the person in charge of the job in which you are interested. Your objective is to arrange a face-to-face interview, or if no interview is possible, to obtain leads to other employers.

Missouri Division of Workforce Development

- Has Automated Job Matching Service: Applicants can register and then be matched to job openings for their area, statewide or nationally. Applicants are then automatically contacted without the need to continually visit or call the office.
- Knows about most openings in the area through frequent contact with virtually all employers.
- Knows about state merit system openings.
- Offers counseling and career planning consultation in some offices.
- Provides aptitudes and proficiency testing.
- Publishes local, state and national labor market information.
- Are located in all parts of the state and provide services at no cost to you.
- Federal programs such as the Workforce Investment Act offer direct placement or short-term training and placement assistance for persons who qualify. Information on these programs is available at all Workforce Development Career Centers.

Classified Ads

Want ads in newspapers and trade and professional magazines provide a broad range of job openings. They are an indication of hiring activity in various fields. However, they may not give enough details to help you decide if you are qualified or not.

Education

Start with your most recent diploma, degree or program, and list the following:

Date _____	Degree _____
School _____	City/State _____
Course _____	Course _____
Course _____	Course _____
Date _____	Degree _____
School _____	City/State _____
Course _____	Course _____
Course _____	Course _____

Military

If you served in the military, enter your training schools under “Education”. Enter your duties, responsibilities and assignments under “Work History”. Then, supply the following information:

Date _____	Branch of Service _____
Rate/Rank _____	Type of Discharge _____
Security Clearance _____	
Decorations and Awards _____	
Military Campaigns You Participated in _____	
List the Countries You Visited _____	

Personal Information

This section is optional. But, you might like to mention the countries you’ve visited, musical instruments you play, leisure activities you enjoy or other items that you would like to share.

Resume Work Sheet

Full Name _____

Address _____

Phone _____

Alternate Phone _____

Job Objective

List the job you are seeking. If you have no experience, say that you are “seeking an entry-level position in...”.

Date _____ Title or Position _____

Company’s Name _____ City/State _____

Explain Duties _____

Date _____ Title or Position _____

Company’s Name _____ City/State _____

Explain Duties _____

Date _____ Title or Position _____

Company’s Name _____ City/State _____

Explain Duties _____

Skills and Abilities

Skill _____

How You Used this Skill _____

Skill _____

How You Used this Skill _____

Business Related Publications

Business directories, telephone yellow pages, chamber of commerce publications and employer association bulletins may give names of firms hiring workers and other job search tips.

Professional Associations

For jobs in specialized occupations, journals and newsletters – available in most libraries, may have tips on openings.

Industrial and Craft Unions

Productive source for union members, especially those with seniority. Have exclusive hiring authority for “union shop” companies.

U.S. Civil Service Commission

- Oversees hiring for all U.S. Government civilian jobs.
- Fills jobs in a wide variety of professional, technical, clerical, craft and other occupations.
- Jobs are in Washington, DC, all over the U.S. and overseas.
- Hiring based on merit, as determined by results of examinations and ratings of experience and education.
- Examinations are given several times a year in cities throughout the nation. Tests for entry-level professional positions are given at many universities.
- Most postal service offices and local Workforce Development offices have applications and information on job opportunities. You can also write the U.S. Office of Personnel Management, Washington, DC 20415.

Private Employment Agencies

Usually specialize in only a few occupations. May charge applicants a fee for registration or placement; others collect fees from employers. Agencies offering temporary jobs collect fees from the employer; temporary jobs often lead to permanent employment so don’t ignore these jobs.

Community Colleges, Vocational-Technical Schools, Private Trade Schools

Offer counseling, job information, and instruction in specific occupations or trades. Check with your office of state education for credible schools.

Veterans' Placement Centers

Designated staff in Workforce Development offices work only with veterans and offer vocational guidance, placement and other services. Veterans' outreach centers are also located in some larger metropolitan areas and in veterans' hospitals.

Community Organizations

Clubs, associations, women and minority centers as well as churches often offer employment services or provide job search help.

Most Commonly Used Job Search Methods

% of Job Seekers Using This Method	Method	Effective Rate*
66.0	Applied directly to employer	47.7%
50.8	Asked friends about jobs where they work	22.1
41.8	Asked friends about jobs elsewhere	11.9
28.4	Asked relatives about jobs where they work	19.3
27.3	Asked relatives about jobs elsewhere	7.4
45.9	Answered local newspaper ads	23.9
21.0	Private employment agency	24.2
12.5	School Placement office	21.4
15.3	Civil Service test	12.5
10.4	Asked teacher or professor	12.1
1.6	Placed ad in local newspaper	12.9
6.0	Union hiring hall	22.2

* A percentage obtained by dividing the number of job seekers who actually found work using the method by the total number of job seekers who tried to use that method, whether successfully or not.

Selecting a Resume Style

As you begin to write your resume, keep in mind that your first objective is to get someone to read it. Choose a style that is easy to follow – one that allows the reader to pick out the major points quickly.

Most experts would agree that there is no single best resume style for every applicant. The style that you choose will depend on the kind of job you want and the kind of experience that you have.

Generally, resumes are one of two basic styles:

Reverse Chronological. A reverse chronological resume is the most common style of resume. It is simply a summary of your experience and skills, and when and where you acquired them. It includes your work experience, education, military experience, volunteer experience and other information that might be important to a potential employer.

It is a good style to use if you:

- Have had a steady work history
- Have shown growth in your job history
- Have recent job experience at one or more companies

Skill Based or Functional. Functional resumes describe your skills, abilities and accomplishments that relate to the job for which you are applying. Employment history is less detailed than chronological resumes.

A functional resume works well if you:

- Have limited work experience
- Are changing careers
- Have been out of the job market for awhile
- Have gaps in your work history
- Are a veteran and you need to relate military training to civilian jobs

Preparing Your Resume

An increasing number of employers require the applicant to submit a resume. This is true even for “blue-collar” and service positions. Without a resume, you will probably not have the opportunity to apply for a number of jobs.

A resume is a summary of your experience and skills. It is really an advertisement for you, the applicant, and like any ad it has to get your reader’s attention – and keep it.

Most employers don’t have time to read every resume in detail. Employers often decide in the first 30 seconds whether you are someone that they might want to talk to – so don’t give them your life history – they won’t read it. A good resume invites someone to read it – it is clear and concise. Employers want to know who, what, when, and where.

Preparing a resume is not easy – it takes time and effort, but it is worth it. When you finish, you will have a resume to help you in your job search, and you will also have a better understanding of the skills and abilities you have to offer an employer, which will help you later during an interview.

Tips for a Good Resume

You need two types of information to prepare your resume:

Self-Information. You need to know your job talents, work history, education and career goals. If you complete the “Resume Work Sheet” on pages 22 and 23, you will have the self-information required to prepare your resume.

Job Information. Gather specific information on the job for which you’re applying. Here is what you need:

- Job duties (to match your skills to the skills needed for the job). Get your job duties from the job announcement. If the announcement or ad is vague, call the employer and ask for a description of job duties.
- Education and experience required (again, so you can match your education and experience with that required for the job).

Cover Letters

Always enclose a cover letter when you mail out a resume. Your major purpose is to interest an employer in hiring you. The first step is to get your resume read. So keep these facts in mind when writing your cover letter:

- Address your letter to a specific person by name, when possible, and refer to the job opening, when known.
- The first twenty words are important – they should attract the reader’s interest.
- Tell your story in terms of the contribution you can make to the employer.
- As for a job interview.
- Be sure to refer to your resume – it gives the facts.
- Use simple, direct language, correct grammar, and of course, type neatly on standard size white paper (8½x11).
- Keep it short and to the point. You need not cover the same ground as your resume. Your letter should sum up what you have to offer and act as an “introduction card” for your resume.
- Use proper sentence structure, correct spelling and punctuation.
- Type your letters.
- Let your letter reflect your individuality, but avoid appearing aggressive, overbearing, familiar, “cute” or “humorous”. You are writing to a stranger about a subject that is serious to both of you.
- With local firms, take the initiative in suggesting that you will telephone for an interview.



Sample Cover Letter

Route 1
Springfield, MO 65805
January 22, 2001

Mr. Charles D. Hammer, Vice President
Sales Division
Boston Manufacturing Company
915 Southwest Boulevard
Jefferson City, MO 65101

Dear Mr. Hammer:

The enclosed record of (successful planning and execution) of large promotion campaigns may be of interest to you in your sales program. My experience with small metal products has been broad, starting with over-the-counter sales and order service through a variety of selling and top management assignments.

Can Make Contribution

Qualified

I would appreciate it if you would read the resume and (I'll) take the liberty of (telephoning your secretary) next week to arrange for an appointment with you.

Initiative

Thank you for your interest.

Sincerely,

Paul D. Brun

- Show that you've done some homework on the company (you know what they do, their interests and problems).
- Try to identify something about you that is unique or of interest to the employer.
- Request an interview. If possible, suggest a specific date and time.
- Include your address and your telephone number.

Sample Cover Letter

10 Jackson
Jefferson City, MO 65101
January 22, 2001

Mr. John Hickey, Missouri State Librarian
Missouri State Library
Lohman Road
Jefferson City, MO 65101

Dear Mr. Hickey:

I am a recent graduate of the masters' program in Library Science at the University of Missouri, Columbia. My research relating to children's literature has created a strong desire to work in that area.

Special Skill

A portfolio displaying photos of some of my (work in visual promotion) and advertising instructional materials is available for your review.

Get it Read

Please (look over my resume) which outlines my qualifications. I am confident that my knowledge of children's literature, gained in school and through practical and successful experience, provides me with the (ability to serve your library system) and build a career in the field of library services.

Ability to Contribute

I should like to have an interview with you at your convenience.

Respectfully,

Ruth A. Roe

- Address each letter to the specific person you want to talk to (the person who would actually supervise you).
- Highlight your job qualifications.
- State the position you are seeking and the source of the job opening (newspaper ad, friend, etc.).